

ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

This is responsible supervisory and technical work in assisting in the planning and the direction of the activities of the fire prevention bureau. An employee of this class has the responsibility for assisting in the proper inspection of buildings, structures, and properties to insure compliance with local fire prevention ordinances and state statutes. Inspections are performed in an established manner and they arise from regular routine or from complaints and by personal observation of violations or suspected violations. An employee of this class works under the immediate supervision of the Director of the Fire Prevention Bureau with work reviewed through oral or written reports and conferences. Supervision is exercised over employees of the fire prevention bureau and other employees when they are assigned. This class ranks immediately below that of Director of Fire Prevention Bureau.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Investigates the cause, origin, and circumstances of fires as may be required.

Assists in supervising the activities of all employees in the Fire Prevention Bureau engaged in enforcing fire prevention laws and ordinances; gives advice and assistance to subordinates.

Inspects or assists in the direction of the inspection of schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, and business properties to ascertain compliance with state, parish, and municipal fire prevention regulations.

Informs citizens responsible of any violations and hazards; advises and suggests methods and actions to insure compliance with established Fire Prevention Codes and laws; reinspects violators' premises giving particular attention to established hazards and violations; investigates complaints of continued violations of fire safety regulations.

Assists in planning the activities of other department employees assigned to duty involving inspection and investigation.

Plans, prepares, and delivers or conduct talks, lectures, speeches, conferences, and training courses involving fire prevention to other employees, business clubs, schools, and other group of citizens or organizations.

Prepares, maintains, and reviews reports, records, and other data of inspections and investigations involving fire prevention operations through established routine or upon request of a superior.

Assists in coordinating fire prevention bureau activities with the other units of the fire department, and cooperates with other municipal departments and state or federal agencies.

Establishes and maintains good public relations.

Responds to alarms when called or directed.

Performs various related duties as required as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of state, parish, and local laws, rules, regulations, and ordinances relating to fire prevention practices.

Good knowledge of building construction and practices and codes as they relate to fire hazards.

Good knowledge of the rules relating to collection and preservation of evidence.

Skill in observation.

Ability to make inspections and investigations.

Ability to detect conditions hazardous to life and property and to make proper recommendation for their correction.

Ability to cooperate with public officials and to establish and maintain good public relations.

Ability to deal firmly but courteously with the public.

Ability to prepare or follow oral and written instructions.

Ability to plan, prepare, and deliver or conduct lectures, speeches, conferences, and training sessions.

QUALIFICATIONS REQUIREMENTS

Must be a regular and permanent employee in the class of Fire Inspector.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered

by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

SPECIAL PROVISION

Whenever qualified department employees as outlined above fail or refuse to take the examination for this class, fail to attain a passing score, refuse appointment after being certified, or if there be no such regular employees, then admission to the test shall be open to all applicants including department employees who qualify as follows:

COMPETITIVE REQUIREMENTS

Must be not less than twenty-one (21) years of age on closing date of the examination announcement.

Must have satisfactorily completed high school or possess an equivalent certificate as certified by an accredited state institution of education. This does not apply to departmental employees prior to September, 1957.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess three (3) years of experience as a member of a paid fire department.

SH	10-02-57
Rev	01-18-67
	06-14-74
	01-05-95
	05-16-01
	12-10-08